

**The Maine Learning Technology Initiative**  
Teacher Leader Information Sheet  
September 2009 – June 2010

Teacher leadership is critical to the successful implementation of technology use in “whole-school capacity building” to increase student and educator learning. We at MLTI recommend that each school designate a “lead teacher” who has the respect and confidence of colleagues and students.

Interested teachers should visit <http://www.maine.gov/mlti/tl> or the Studywiz 207 *Teacher Leader* group folder to download the necessary forms and mail them into MLTI at the Department of Education. Teacher leaders who have communicated their intent to the principal or to us must still complete and mail in the necessary forms.

## **STIPEND REQUIREMENTS**

### **Requirement 1. Data Collection - Surveys**

The research team at the Maine Education Policy Research Institute (formerly CEPARE) will once again be conducting surveys this year. The research team reports its findings on an ongoing basis to the State Legislature, and because information is reported each year, it is important that surveys be completed each time they are administered. The more data MEPRI gathers, the better informed the State will be on the impact MLTI has on its schools. It will also support MLTI's allocation of professional development resources.

When surveys are released, we rely on the MLTI Teacher Leaders to work with their Principals to ensure that as many teachers complete the surveys as possible. We are looking forward to seeing how the results have changed over the course of the school year.

### **Requirement 2. Leadership Team – Participation/Communication**

The teacher leader is required to be part of the MLTI Leadership Team at their school. The Leadership Team is comprised, at the minimum, of the school Principal, Teacher Leader(s), Librarian and Technology Lead. Curriculum Coordinators and Technology Coordinators are also encouraged to be members, as together the Leadership Team can become an excellent resource for the faculty.

We ask that Teacher leaders bridge the gap between the faculty and the Leadership Team, ensuring that faculty needs in regards to MLTI (such as professional development needs, technical assistance, etc) are communicated back to the Leadership Team.

### **Requirement 3. Communication to School Staff**

The teacher leader must disseminate information incoming from MLTI to staff at the school. This ensures that everyone is aware of training opportunities and ongoing work. This includes forwarding MLTI informational emails to all staff; making all staff aware of training opportunities, registration procedures, etc; and relaying any questions or

concerns from the staff to the MLTI team.

We want to assist schools with creating training opportunities designed specifically for their teachers' needs. If teacher leaders see that we aren't offering trainings suited to their schools' needs, they should visit our Professional Development Request page at:  
<http://www.maine.gov/mlti/events/requests.shtml>

### **2009 - 2010 Required Teacher Leader Forms**

Please review this information carefully:

1. **MLTI Teacher Leader Agreement Form** – Due November 14, 2009 - This form must be completed and mailed into our office. This form must be received along with the vendor form no later than November 14, 2009. Forms received after this date will NOT be eligible for a full stipend.
2. **The State of Maine New Vendor Form** – Due November 14, 2009 - Teacher leaders who received a 2008/09 stipend do NOT need to complete this form, unless they have a name or address change. Only new Teacher Leader applicants will need to complete and mail this form. It must be received by November 14, 2009. If you are unsure if this form should be submitted, err on the side of caution and send it in!
3. **The MLTI Teacher Leader Stipend Form** - Due April 17, 2010 - The stipend form is acknowledgement that the applicant has met and completed all Teacher Leader requirements. This form must be signed by the principal and the applicant and mailed to the MLTI Project Office no later than April 17, 2010. Forms received after this date WILL NOT be processed.

**Please complete the Agreement and Vendor forms. Return by November 14 to:**

**MLTI Project Office  
c/o Juanita Dickson  
Dept. of Education  
23 State House Station  
Augusta, ME 04333-0023**